

Appendix D

Glossary

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Adjunct Faculty. A faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity.

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

Black, Non-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).

Clerical and Secretarial Staff. Persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. Also includes sales clerks such as those employed full time in the bookstore and library clerks who are not recognized as librarians.

Contracted Services. Services obtained through contracts with outside agencies which would normally be provided by paid employees.

Donated (Contributed) Services. Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus.

Executive, Administrative, and Managerial. Persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers subordinate to any of these as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative. (NOTE: Includes supervisors of professional employees, while supervisors of nonprofessional employees (technical, clerical,

* SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System Glossary, 1995.

craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

Faculty (Instruction/Research/Public Service). Persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. This category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instructional. Student teachers or research assistants are not included in this category.

Full-Time Staff. Persons on the payroll of the institution (or reporting unit) and classified by the institutions as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Instruction/Research Assistants. Students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Students in the College Work-Study Program are not included in this category.

Nonresident Alien. A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. (**NOTE:** In 1993 and 1995 nonresident aliens were reported separately, rather than in any of the five racial/ethnic categories.)

Other Employees Staff. Persons employed directly by the institution in one of the following three categories as their primary occupation: 1) Clerical and secretarial, 2) Skilled crafts, and 3) Service/maintenance. Each employee is accounted for only once. (**NOTE:** This definition pertains only to the institutions that completed the 1993 Consolidated (CN) survey, whereas, the other employees category combines staff employed as clerical and secretarial, skilled crafts, and service/maintenance.)

Other Faculty. Institutions without standard academic ranks report faculty under this category. In previous surveys, the category was “No Academic Rank.”

Other Professional (Support/Service). Persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Includes employees such as librarians, accountants, systems analysts, and coaches.

Part-Time Staff. Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

Postsecondary Education Institution. An institution which has as its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocation and adult basic education programs.

Professional Staff. A primary occupation grouping that combines staff including: executive/administrative/managerial, faculty (instructional/research/public service), instructional/research assistants, and professional (support/service) staff.

Race/Ethnicity. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group.

Resident Alien and Other Eligible (for financial aid purposes) Non-Citizen. A person who is not a citizen or national of the United States but who has been admitted as a legal immigrant for the purpose of obtaining permanent resident alien status, a Temporary Resident Card, or an Arrival-Departure Record. (NOTE: Resident aliens and other eligible non-citizens were reported in the appropriate racial/ethnic categories along with United States citizens.)

Service/Maintenance Staff. Persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and students or that contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Includes chauffeurs, laundry and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners and groundskeepers, refuse collectors, construction laborers, and security personnel.

Skilled Crafts Staff. Persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and typesetters.

Technical and Paraprofessionals Staff. Persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Includes computer programmers and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dieticians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational categories which are institutionally defined as technical assignments.

Tenure. Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

Tenure Track. Positions that lead to consideration of tenure.

Unknown Race/Ethnicity. This category was used only if the employee did not select a racial/ethnic designation, and the postsecondary institution found it impossible to place the employee in one of the racial/ethnic categories.

White, Non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

9/10-Month Salary Contract. The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

11/12-Month Salary Contract. The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.